

MEMORANDUM FOR: Chief, Audit Staff
General Counsel
Comptroller
Chief, Medical Staff
Director of Security
Director of Logistics

SUBJECT: Weekly Activity Reports to the DD/S

1. I have been asked by Colonel White to study the need for activity reports and to advise him on continuing them.

2. To further this study I would appreciate receipt of the following information by 25 March 1955:

a. Total man hours expended weekly on the report. Include man hours required at all levels to maintain records, collect data, prepare feeder reports, and compile the final report for submission to the DD/S.

b. Percentage of total man hours required (paragraph 2a above) that would be expended on record keeping and intra-office reporting whether or not a report was submitted to the DD/S.

c. General opinion of the need for an activity report and recommendations on reporting frequency, submission date, format, and content.

Chief, Management Staff

STAT

MS/RMD/R&CMB/JRH;pj (14 Mar 55)

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